

Utah Department of Health, Bureau of Child Care Licensing
Child Care Center Annual Unannounced Inspection Form – General Center Inspection Items

Center Name: _____ **Date:** ____/____/____

Address: _____

Director (or Designee): _____ **Licensed Capacity:** _____

Licensing Specialist(s): _____

Start Time: _____ **am / pm** **End Time:** _____ **am / pm** **# of Classrooms:** _____

GENERAL INDOOR INSPECTION ITEMS				
Children's Restrooms	C	NC	N / A	Level
1. Are restrooms clean and sanitary? (Observe.) 100-5(2)				2, 3
2. Is the facility free of insects, rodents, and other vermin? 100-5(3)				2, 3
Safety Hazards:				1
3. Is the restroom free of unstable heavy equipment, furniture, or other items that children could pull down on themselves? (Observe.) 100-12(3)				1
4. Are the following items inaccessible to children? (Observe all.) Firearms, ammunition, and other weapons? 100-12(4)(a)				1
5. Tobacco, alcohol, illegal substances, and sexually explicit material? 100-12(4)(b)				1, 2
6. When in use, portable space heaters, fireplaces, and wood burning stoves? 100-12(4)(c)				1
7. Toxic or hazardous chemicals such as cleaners, insecticides, lawn products, and flammable materials? 100-12(4)(d)				1
8. Matches or cigarette lighters? 100-12(4)(f)				1
9. Open flames? 100-12(4)(g)				1, 2
10. Sharp objects, edges, corners, or points which could cut or puncture skin? 100-12(4)(h)				1
11. For children age 4 and under, strings and cords long enough to encircle a child's neck, such as those found on pull toys, window blinds, or drapery cords? 100-12(4)(i)				1, 2
12. For children age 4 and under, plastic bags large enough for a child's head to fit inside, latex gloves, and balloons? 100-12(4)(j)				1
13. For children under age 3, toys or other items with a diameter of less than 1-1/4" and a length of less than 2-1/4", or objects with removable parts that have a diameter of less than 1-1/4" and a length of less than 2-1/4"? 100-12(4)(k)				1
14. Are toxic or hazardous chemicals stored in a container labeled with its contents? (Observe.) 100-12(5)				1
Food Service & Kitchen	C	NC	N / A	Level
15. Is the kitchen clean and sanitary, except for normal daily food preparation in progress? (Observe.) 100-5(1)				2, 3
16. If there are any children in care with food allergies or sensitivities, is a list of these allergies or sensitivities posted in the food preparation area? (Observe and ask.) 100-15(4)				1, 3
17. Are all refrigerated medications stored in a covered container with a tight fitting lid? (Observe.) 100-17(3)				1, 2
Medications (N/A for this section if the center does not administer medications.)	C	NC	N / A	Level
18. Are all non-refrigerated medications inaccessible to children and stored in a container or area that is locked, such as a locked room, cupboard, drawer, or a lockbox? (Observe.) 100-17(3)				1, 2

GENERAL OUTDOOR INSPECTION ITEMS		C	NC	N / A	Level
General					
19.	Is the outdoor play area free of dangerous insects, rodents, and other vermin? (For example, a wasp's nest.) 100-5(3)				2, 3
20.	If there are children on the playground, are they being actively supervised to minimize the risk of injury to children? (Observe.) 100-11(2)				1
21.	Are entrances, exits, steps and outside walkways maintained in a safe condition, and free of ice, snow, and other hazards? (Observe, and ask about what happens in bad weather.) 100-5(5)				1, 2
22.	Are there any gaps in the fence or barrier, or between the fence and the ground, greater than 5"? 100-6(5)				1
23.	Are there any openings greater than 3-1/2" x 6-1/4" but less than 9" diameter anywhere in the outdoor play area where children's feet cannot touch the ground? 100-6(6)				1
24.	Is the outdoor play area free of trash, animal excrement, harmful plants, objects, or substances, and standing water? (Observe.) 100-6(8)				1, 2, 3
25.	Do children in the outdoor play area have an outdoor source of drinking water, such as a drinking fountain, individually labeled water bottles, or a pitcher of water and individual cups that are taken outside, whenever the outside temperature is 75 degrees or higher? (Ask if not observed.) 100-6(11)				1, 2
Wading & Swimming Pools (N/A for this section if the center does not have wading or swimming pools.)		C	NC	N / A	Level
26.	Are wading pools ever used? If yes: Is there always a caregiver at the pool supervising children whenever there is water in the pool? (Observe and ask.) 100-6(9)(a)				1
27.	Do diapered children always wear swim diapers or rubber pants while in the pool? (Observe.) 100-6(9)(b)				2
28.	Is the pool emptied and sanitized after each use by a separate group of children? (Observe.) 100-6(9)(c)				2
29.	Is there a swimming pool on the premises that is not emptied after each use? If yes: Is the pool enclosed within a fence or other solid barrier at least six feet high that is kept locked whenever the pool is not in use? (Observe and ask.) 100-6(7)(a)				1
30.	Does the pool appear to be maintained in a safe manner? (Observe.) 100-6(7)(b)				1
31.	If the pool is over 4 feet deep and is in use, is there a Red Cross or equivalent certified lifeguard on duty any time children have access to the pool? (Observe and ask.) 100-6(7)(d)				1
Transportation & Vehicles (N/A for this section if the center does not transport children.)		C	NC	N / A	Level
32.	If the center transports children, is every vehicle used for transporting children equipped with individual, size appropriate safety restraints, properly installed and in working order, for each child being transported? (Observe.) 100-21(1)(b)				1
OWNER / DIRECTOR INTERVIEW QUESTIONS		C	NC	N / A	Level
Personnel & Staffing					
33.	Are you aware of any staff at the center having been arrested, charged, or convicted of a felony or misdemeanor? 6-6(7)				1
Staff Supervision		C	NC	N / A	Level
34.	How do you train and supervise staff to ensure that children are not subjected to emotional, physical, or sexual abuse while in care? 100-8(11)(b)(iii)				1, 2, 3
35.	What do you train staff to do if they suspect a child has been abused or neglected? 100-14(2)				2
36.	What are staff trained to do when children misbehave? 100-19(4)				2
37.	What do you do to ensure staff comply with this training when children misbehave? 100-8(11)(b)(i)				1, 2, 3
Animals		C	NC	N / A	Level
38.	Have any of the animals at the center ever bitten anyone, or displayed any other dangerous or aggressive behavior? 100-22(4)				1

INDIVIDUAL CLASSROOM INSPECTION ITEMS	✓ = Compliance O = Noncompliance				
	Classroom				Level
Ratios & Supervision					
39. Are all children in the group being directly supervised by a caregiver? (Observe.) 100-11(1) & (2)					1
40. Are there enough caregivers to meet required caregivers to child ratios, and does the total number of children present in the center not exceed the center's total licensed capacity? (Observe.) 100-11(4) for single age groups. 100-11(6) for mixed age groups. R430-2-4(4)(c) for total licensed capacity.					1, 2, 3
Minimum Caregiver to Child Ratios and Group Sizes for Single Age Groups					
Ages of Children	<u># of Caregivers</u>	<u># of Children</u>	<u>Max. Group Size</u>		
Birth – 23 months	1	4	8		
2 years old	1	7	14		
3 years old	1	12	24		
4 years old	1	15	30		
5 years old & school age	1	20	40		
Minimum Caregiver to Child Ratios and Group Sizes for Mixed Age Groups					
TWO MIXED AGES					
Ages of Children	<u># of Caregivers</u>	<u># of Children</u>	<u>Max. Group Size</u>		
2 & 3 years	1	10	19		
3 & 4 years	1	14	27		
4 & 5 years & school age	1	18	35		
THREE MIXED AGES					
Ages of Children	<u># of Caregivers</u>	<u># of Children</u>	<u>Max. Group Size</u>		
2, 3, & 4 years	1	11	23		
3, 4, & 5 years & school age	1	16	31		
FOUR MIXED AGES					
Ages of Children	<u># of Caregivers</u>	<u># of Children</u>	<u>Max. Group Size</u>		
2, 3, 4 & 5 years & school age	1	13	27		
41. Are infants or toddlers mixed with older children? (Observe.) 100-11(8) (Toddlers may be mixed with twos if the center has a variance.)					1, 3
42. During nap time when children are in a restful or non-active state, are the number of caregivers at least half the regularly required number to meet ratios? Is there a way for each supervising caregiver to communicate with another on-site caregiver without leaving his or her group of children unattended? (Observe or ask.) 100-11(10)					1
Physical Environment					
43. Does the room appear clean and sanitary, except for normal daily messes? (Observe.) 100-5(1)					2, 3
44. Are the ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, and equipment in the classroom in good repair, to prevent injury to children? (Observe.) 100-5(4)					1, 2, 3

INDIVIDUAL CLASSROOM INSPECTION ITEMS Classroom	✓ = Compliance O = Noncompliance				Level
Safety Hazards					
45. Is the room free of unstable heavy equipment, furniture, or other items that children could pull down on themselves? (Observe.) 100-12(3)					1
46. Are the following items inaccessible to children? (Observe all.) Firearms, ammunition, and other weapons? (Firearms must be stored separately from ammunition, in a locked cabinet or area, unless the use is in accordance with the Utah Concealed Weapons Act, or as otherwise allowed by law.) 100-12(4)(a)					1
47. Tobacco, alcohol, illegal substances, and sexually explicit material? 100-12(4)(b)					1, 2
48. When in use, portable space heaters, fireplaces, and wood burning stoves? 100-12(4)(c)					1
49. Toxic or hazardous chemicals such as cleaners, insecticides, lawn products, and flammable materials? 100-12(4)(d)					1
50. Matches or cigarette lighters? 100-12(4)(f)					1
51. Open flames? 100-12(4)(g)					1, 2
52. Sharp objects, edges, corners, or points which could cut or puncture skin? 100-12(4)(h)					1
53. For children age 4 and under, strings and cords long enough to encircle a child's neck, such as those found on pull toys, window blinds, or drapery cords? 100-12(4)(i)					1, 2
54. For children age 4 and under, plastic bags large enough for a child's head to fit inside, latex gloves, and balloons? 100-12(4)(j)					1
55. For children under age 3, toys or other items with a diameter of less than 1-1/4" and a length of less than 2-1/4", or objects with removable parts that have a diameter of less than 1-1/4" and a length of less than 2-1/4"? 100-12(4)(k)					1
56. Are toxic or hazardous chemicals stored in a container labeled with its contents? (Observe.) 100-12(5)					1
Handwashing					
57. Do caregivers wash their hands thoroughly with liquid soap and warm running water after using the toilet or helping a child use the toilet? 100-16(1)(d)					1, 2
Sleeping Equipment					
58. Does sleep equipment block exits? (Observe or ask.) 100-18(11)					1
Discipline					
59. Do caregivers use any of the following discipline methods? (Observe for all.) Any form of corporal punishment such as hitting, spanking, shaking, biting, pinching, or any other measure that produces physical pain or discomfort? 100-19(4)(a)					1
60. Restraining a child's movement by binding, tying, or any other form of restraint? 100-19(4)(b)					1
61. Shouting at children? 100-19(4)(c)					1

INDIVIDUAL CLASSROOM INSPECTION ITEMS Classroom	✓ = Compliance O = Noncompliance				Level
62. Any form of emotional abuse? 100-19(4)(d)					1
63. Forcing or withholding of food, rest, or toileting? 100-19(4)(e)					1
64. Confining a child in a closet, locked room, or other enclosure such as a box, cupboard, or cage? 100-19(4)(f)					1
CAREGIVER INTERVIEW QUESTIONS (For new caregivers hired since the Annual Announced Inspection)					
65. What do you do if you suspect a child has been abused or neglected? 100-14(2)					2
66. Do you have any children in your group who have food allergies? 100-15(4)					1, 3
67. How do you discipline children who misbehave? 100-19(4)					1

STAFF RECORD REVIEW ITEMS FOR ANY NEW STAFF		S-1	S-2	S-3	S-4	S-5	S-6	S-7	S-8	Level
	Name									
	Start Date									
68. Does the center have the following records for any new staff members: Date of initial employment. 100-9(1)(i)(i)										3
69. Approved initial "CBS/MIS Consent and Release of Liability for Child Care" form as required in 6-5(1) and (3) for new employees as of 12/30/06. 100-9(1)(i)(iii)										1
Orientation Training Documentation		S -1	S-3	S-3	S-4	S-5	S-6	S-7	S-8	Level
70. Documentation of orientation training for any new caregivers (since the center's annual announced inspection), including the following topics: Job description and duties. 100-9(1)(i)(vi) and 100-7(7)(a)										3
71. The center's written policies and procedures. 100-9(1)(i)(vi) and 100-7(7)(b)										3
72. The center's emergency and disaster plan. 100-9(1)(i)(vi) and 100-7(7)(c)										2
73. Child care licensing rules for: Supervision and Ratios. R430-100-11. 100-9(1)(i)(vi) and 100-7(7)(d)(i)										2
74. Injury Prevention. R430-100-12. 100-9(1)(i)(vi) and 100-7(7)(d)(ii)										2
75. Parent Notification and Child Security. R430-100-13. 100-9(1)(i)(vi) and 100-7(7)(d)(iii)										2
76. Child Health. 430-100-14. 100-9(1)(i)(vi) and 100-7(7)(d)(iv)										2
77. Child Nutrition. R430-100-15. 100-9(1)(i)(vi) and 100-7(7)(d)(v)										3
78. Infection Control. R430-100-16. 100-9(1)(i)(vi) and 100-7(7)(d)(vi)										2
79. Medications. R430-100-17. 100-9(1)(i)(vi) and 100-7(7)(d)(vii)										2
80. Napping. R430-100-18. 100-9(1)(i)(vi) and 100-7(7)(d)(viii)										2
81. Child Discipline. R430-100-19. 100-9(1)(i)(vi) and 100-7(7)(d)(ix)										2
82. Activities. R430-100-20. 100-9(1)(i)(vi) and 100-7(7)(d)(x)										3
83. Transportation, R430-100-21, if the center provides transportation. 100-9(1)(i)(vi) and 100-7(7)(d)(xi)										2
84. Animals, R430-100-22, if the center permits animals. 100-9(1)(i)(vi) and 100-7(7)(d)(xii)										3
85. Diapering, R430-100-23, if the center diapers children. 100-9(1)(i)(vi) and 100-7(7)(d)(xiii)										2
86. Infant and Toddler Care, R430-100-24, if the center cares for infants or toddlers. 100-9(1)(i)(vi) and 100-7(7)(d)(xiv)										2

STAFF RECORD REVIEW ITEMS FOR ANY NEW STAFF		S-1	S-2	S-3	S-4	S-5	S-6	S-7	S-8	Level
	Name									
	Start Date									
87.	Introduction and orientation to the children assigned to the caregiver. 100-9(1)(i)(vi) and 100-7(7)(e)									2
88.	A review of the information in the health assessment for each child in their assigned group. 100-9(1)(i)(vi) and 100-7(7)(f)									2
89.	Procedure for releasing children to authorized individuals only. 100-9(1)(i)(vi) and 100-7(7)(g)									2
90.	Proper clean up of body fluids. 100-9(1)(i)(vi) and 100-7(7)(h)									2
91.	Signs and symptoms of child abuse and neglect, and legal reporting requirements for witnessing or suspicion of abuse, neglect, and exploitation. 100-9(1)(i)(vi) and 100-7(7)(i)									2
92.	Obtaining assistance in emergencies, as specified in the center's emergency and disaster plan. 100-9(1)(i)(vi) and 100-7(7)(j)									2
93.	If the center provides infant care, new caregiver orientation training topics shall also include: Preventing shaken baby syndrome and coping with crying babies. 100-9(1)(i)(vi) and 100-7(7)(k)(i)									2
94.	Preventing sudden infant death syndrome. 100-9(1)(i)(vi) and 100-7(7)(k)(ii)									2

<u># of Staff</u>	<u># of Records to be Reviewed</u>
10 or less	10
11-15	11
16-20	16
21+	21

DIAPERING INSPECTION ITEMS	Classroom	✓ = Compliance O = Noncompliance			
					Level
95. Do caregivers change children's diapers at a diaper changing station, so that diapers are not changed on surfaces used for any other purpose? (Observe.) 100-23(1)					1, 3
96. Is each diapering station equipped with railings to prevent a child from falling when being diapered? (Observe.) 100-23(2)					1, 2
97. Do caregivers ever leave children unattended on the diapering surface? (Observe and ask.) 100-23(3)					1, 2
98. Is the diapering surface smooth, waterproof, and in good repair? (Observe.) 100-23(4)					2, 3
99. Are diapering procedures posted at each diapering station, and are they followed? (Observe.) 100-23(5)					2, 3
100. Do caregivers clean and sanitize the diapering surface after each diaper change? (Observe.) 100-23(6)					1
101. Do caregivers wash their hands before and after each diaper change? (Observe.) 100-16(1)					1, 2
102. Do caregivers place soiled disposable diapers in a container that has a plastic lining and a tightly fitting lid? (Observe.) 100-23(8)					2, 3
103. Are children's diapers changed promptly whenever they are wet or soiled, and are all diapers checked at least once every two hours? (Observe and ask.) 100-23(11)					2

ADDITIONAL INFANT / TODDLER CLASSROOM INSPECTION ITEMS	Classroom	✓ = Compliance O = Noncompliance			
					Level
Physical Environment					
104. Do mobile infants and toddlers have freedom of movement in a safe area? (Observe.) 100-24(21)					1, 2
105. Are there safe toys accessible to infants and toddlers to stimulate their healthy development? Are there enough toys for each child in the group to be engaged in play with toys? (Observe.) 100-24(22)					1, 2
Equipment					
106. Do high chairs have T-shaped safety straps or devices that are used whenever a child is in the chair? (Ask if not observed.) 100-12(8)					1
Feeding Children					
107. Are any infant bottles propped? (Observe and ask. A caregiver must hold and feed any infant who is not able to sit upright and hold their own bottle.) 100-24(3)					2
108. Are high chair trays cleaned and sanitized prior to each use? (Observe and ask.) 100-24(4)					3
109. Are solid foods for infants cut into pieces no larger than 1/4" in diameter, and solid foods for toddlers cut into pieces no larger than 1/2" in diameter? (Observe or ask.) 100-24(5)					2
110. Are heated bottles shaken and tested for temperature before being fed to children? (Observe.) 100-24(8)					1

ADDITIONAL INFANT / TODDLER CLASSROOM INSPECTION ITEMS Classroom	✓ = Compliance O = Noncompliance				Level
111. Are all pacifiers, bottles, and non-disposable drinking cups labeled with each child's name, and not shared? (Observe.) 100-24(9)					3
Napping					
112. Do any infant cribs have strings, cords, ropes, or other entanglement hazards strung across the crib rails? (Observe.) 100-24(12)(d)					1
113. Do infants sleep in equipment designed for sleep such as a crib, bassinet, porta-crib or play pen? Are infants placed to sleep on mats or cots, or in bouncers, swings, car seats, or other similar pieces of equipment? (Observe.) 100-24(11)					2
114. Are any infants placed on their stomachs for sleeping (unless there is documentation from a health care provider for treatment of a medical condition)? (Observe and ask.) 100-24(13)					1
115. Is sleeping equipment spaced a minimum of 2' apart when in use, or 1' apart if children sleep head-to-toe? (Observe and ask.) 100-18(10)					2, 3
Meeting Children's Needs					
116. Do caregivers respond as promptly as possible to infants and toddlers who are in emotional distress due to conditions such as hunger, fatigue, wet or soiled diapers, fear, teething, or illness? (Observe.) 100-24(18)					2
Safety & Sanitation					
117. Are infants or toddlers mixed with older children? (Observe.) 100-11(8) (Toddlers may be mixed with twos if the center has a variance.)					1, 3
118. Do infants and toddlers have access to objects made of styrofoam? (Observe.) 100-24(17)					1
119. Are all toys used by infants and toddlers cleaned and sanitized after being put in a child's mouth? (Observe.) 100-24(23)(b)					2